



## Travel Procedures Exception Request

University Accounting Services  
 Accounts Payable - Travel  
 3801 W. Temple Avenue, 121-East-2160 | Pomona, CA 91768  
 Email: travel@cpp.edu

The University expects travelers to utilize state funds prudently, understand and follow the CSU and CPP Travel Procedures and submit Expense Reports in a timely manner to ensure the University remains in compliance with all applicable requirements. Exceptions to the Travel Procedures will be reviewed on a case-by-case basis; with authority to approve exceptions delegated from the President to the Provost/Vice President of each division. The Travel Procedures Exception Request should be submitted with the Expense Claim/Report to support the approval or denial of the request. *Note: Exceptions to the nightly lodging cap will be approved through the submission of the Travel Request.*

To be completed by the Traveler:	
<b>Traveler's Name:</b>	
<b>Department:</b>	
<b>Trip Name:</b>	
<b>Dates of Travel:</b>	
<b>Exception Amount:</b>	
<b>Exception being Requested (include reference to the Travel Procedures):</b>	
<b>Justification for Exception Request:</b>	
<i>I certify that the above statements are true. I have read and understand the CSU &amp; CPP Travel Procedures and the requirement for timely submission of the Expense Report and substantiation of business expenses.</i>	
_____	_____
<i>Traveler's Signature</i>	<i>Date</i>

To be completed by the Provost/Vice President of the respective division (or designee):	
<b>Comments:</b>	
Exception request approved	Exception request denied, do not reimburse
_____	_____
<i>Designee's Printed Name</i>	<i>Date</i>
_____	_____
<i>Designee's Approval Signature</i>	<i>Date</i>